OK 504 Continuum of Care Collaborative Applicant
Job Description

The Collaborative Applicant (CA) for the OK 504 Continuum of Care (CoC) is the designated liaison to the Depart of Housing and Urban Development (HUD). The CA is a unit of local or state government, private entity, non-profit organization, or public housing agency that combines administrative and organizational duties to support the mission and operation of the CoC.

The CA's responsibilities are to:

1. Organize and assist the Executive Committee with an annual gaps analysis of the homeless needs and services available within the geographic area.

2. Create a Point In Time (PIT) plan and communicate with General Members to conduct the annual PIT count. Create PIT and Housing Inventory Chart (HIC) reports as required by HUD. Report PIT data back to the Executive Committee, prepare a public announcement and update CoC website.

3. Organize and manage the collaborative application in response to HUD's annual CoC Program competition. Upon approval from the Executive Committee submit the application and any amendments, updates or changes to HUD. Complete all required HUD reports. Apply for and manage HUD planning grant on behalf of CoC.

4. Manage and communicate a fair and transparent process to award Emergency Solutions Grant (ESG) funds.

5. Quarterly review of funds usage and progress toward program goals with grant recipients and sub-recipients. In coordination with HMIS Lead facilitate outcomes evaluation process and designate action, as defined within the funds request process, to be taken against poor performers in future funding cycles.

6. Consultation with the City of Norman to ensure that the Consolidated Plan is aligned with the CoC's strategies and plans to allocate resources that meet the needs of homeless individuals and families and persons at risk of homelessness. Is this CA or a CoC committee?

7. On behalf of the Executive Committee, organize meetings of the full CoC membership, with published agendas and Open Meeting Act notices. Issue a public invitation for new members at least annually.

8. Management of CoC committees and workgroups:
    1. Management of shared calendar.
    2. Management of distribution lists in conjunction with the Executive Committee.
    3. Communication of meeting details and distribution of agendas in conjunction with committee, sub-committee and work group chairs.
    4. Organization of records and meeting minutes as provided by the committee chairs.
    5. Production of CoC website updates.

6. In conjunction with HMIS Lead and Executive Committee, facilitation of annual update of CoC Charter. including compliance with all HEARTH Act requirements

9. In collaboration with the HMIS Lead:

1. Monitor data quality and submission of all required annual reports

2. Assist with invoicing, communication and training for HMIS users.

10. Facilitation of Coordinated Entry / Coordinated Case Management System

1. Evaluate and, as needed, recommend revisions to the current process/system. This will include organization and process of prioritization with in the By-Name List.

2. Maintenance of By-Name List. Update list prior to Coordinated Case Management (CCM) meetings as/if information is provided by participating agencies.

3. Facilitate CCM meetings. Scheduling, communication, and coordination of meetings, including production of an agenda that prioritizes housing placement.